

March 17, 1999

TO: Members of the MAG Telecommunications Advisory Group

FROM: Debbie Kohn, Avondale, Chairperson

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Thursday, March 25, 1999, 10:00 a.m.
MAG Office, Suite 200, Ocotillo Room
302 North 1st Avenue, Phoenix

A meeting of the MAG Telecommunications Advisory Group (TAG) will be held at the time and place noted above. Supporting information is enclosed.

Please be advised that under procedures approved by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum in order to conduct business. A quorum is a simple majority of the membership, or 9 people for the MAGTAG. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you.

If you have any questions or need additional information, please contact Harry Wolfe or Heidi Pahl at 254-6300.

TENTATIVE AGENDA

1. Call to Order
2. Approval of February 25, 1999 Meeting Minutes
3. Announcements

An opportunity will be provided to members of the public and Committee members to address the MAG Technical Advisory Group for items that are not included on the agenda.

ADVISORY GROUP ACTION REQUESTED

2. Review and approve February 25, 1999 meeting minutes.
3. For information.

4. MAG Videoconferencing Project

The MAG Videoconferencing Project will implement videoconferencing technology to facilitate communication among MAG and its member agencies and reduce travel by eliminating the need to travel to as many meetings. The consultant for the project, Norstan, is drafting the requirements phase working paper. Norstan has completed site visits to each member agency to identify potential videoconferencing applications and inventory facilities that might be suitable to use for videoconferencing. A representative of Norstan will provide a status report.

5. Vendor Demonstration of Videoconferencing Equipment

The results of the requirements phase of the MAG Videoconferencing Project will be used to define the equipment that will meet the videoconferencing needs of MAG member agencies. Once this equipment is defined, a group of vendors that have the equipment that can meet our needs will be invited to demonstrate that equipment. The vendor demonstration is set for Monday, May 3, 1999 at the Phoenix Airport Marriott Hotel located at 1101 North 44th Street just off Highway 202 in Phoenix. MAG is currently working with Norstan on arrangements for the vendor demonstration. A status report will be provided.

6. Educational Topics

To educate members of the MAGTAG about various aspects of videoconferencing, one agenda item each month will be devoted to an educational videoconferencing issue. Enclosed is a draft list of educational topics to be discussed at future MAGTAG meetings and a list of videoconferencing buzzwords. Please see Attachment One.

4. For information and discussion.

5. For information and discussion.

6. For information and discussion.

Input from MAGTAG members on the list of educational topics will be requested. For our second educational session, Norstan will provide a brief overview of videoconferencing standards and how they relate to the MAG Videoconferencing Project. Please see Attachment Two.

7. Videoconferencing and the Open Meeting Law

The Arizona Agency Handbook, Section 7.9.2, Revised 1993, requires that certain procedures be followed when holding a teleconferenced meeting. As we proceed to implement the MAG Videoconferencing Project it will be necessary to ensure that teleconferenced meetings comply with the Arizona Open Meeting Law as well as the Arizona Agency Handbook. Please see Attachment Three. In California, the Coachella Valley Association of Governments reported that they comply with the Brown Act for their teleconferenced meetings. Please see Attachment Four. A status report will be provided.

8. Telecommuting Program

The telecommuting portion of the MAG Teleconferencing and Telecommuting Program, will provide for additional telecommuting alternatives throughout the Valley and encourage telework and proximate commuting. A status report will be provided.

9. Date of Next Meeting

The next meeting of the MAGTAG will be held on April 22, 1999.

7. For information and discussion.

8. For information and discussion.

9. For information and discussion.